

HOW TO SATISFY THE PROVISIONS OF A WAIVER

1. **Provide a copy of the demolition permit; documentation from the demolition company; a copy of a paid invoice for the demolition or a letter from a town or city official on town or city letterhead indicated that the structure has been razed, demolished or otherwise moved from the land, thus creating a different legal description for the structure.**
2. If you have entered into a Waiver Agreement and have since decided to renovate the following process is required:
 - Hire a State-Certified Rental Weatherization Inspector to inspect the property and determine what requirements are needed to meet the State code. Inspectors are listed under “Building Inspection” in the yellow pages of telephone books. If you cannot locate an inspector, write or call the Weatherization Unit for a list.
 - Comparative shopping is recommended when contracting for inspection services since fees are based on the private inspector’s costs and market competition. However, the maximum fee for inspection and certification of a residential rental property is set by code. This fee includes an initial inspection, the Field Inspection Report, a final inspection for compliance, and the issuing of the certificate. The maximums are:
 - a. 1 or 2 rental units.....\$200.00
 - b. 3 to 8 rental units.....\$200.00 plus \$50.00 for each additional rental unit over 2
 - c. Over 8 rental units.....\$500.00 plus \$25.00 for each additional rental unit over 8
 - As a last resort, if a private inspector cannot be located, an owner may obtain an inspector from the Division for their residential rental property. However, the fee charged will be the maximum fee as detailed above.
 - The inspector will leave a copy of a Field Inspection Report with you and will discuss the requirements with you.
 - If weatherization requirements have been identified by inspection, then you should either hire a contractor or perform the work yourself to bring the building into code compliance
 - After completion of the work, you contact the inspector and request a final inspection.
 - The inspector will reinspect the property, then issue a Certificate of Compliance if all requirements are satisfied.
 - The owner will receive an original Certificate of Compliance **which should be recorded at the County Register of Deeds.** The inspector will send a copy of the certificate to Safety and Buildings Division. When Safety and Buildings receive the certificate, the stipulation will be satisfied.